



TOWN OF MILTON, VERMONT 05468

PUBLIC WORKS DEPARTMENT • 43 BOMBARDIER ROAD • 802-893-6030 • FAX: 893-1005
EMAIL: dkeelty@town.milton.vt.us

REQUEST FOR PROPOSAL

May, 2016

The Town of Milton hereby requests a written quotation from qualified firms to provide all labor and materials for mowing, trimming, and all debris removal in six (6) cemeteries in the Town of Milton. The town requires spring clean up to include removal of all fallen debris and waste, mowing of the cemeteries every 5 to 7 days, or as needed from May 1st through November 1st of each year to keep properties in respectable condition, and removal of leaves and debris in the fall. Trimming will be required around all stones and fixtures and any debris removed at each mowing.

A non-mandatory tour will begin at 11:00 am on Monday May 16th, 2016 in the Public Works office at the Milton Municipal Building located at 43 Bombardier Rd in Milton.

Cemetery locations:

Checkerberry Cemetery, Route 7 South
Miltonboro Cemetery, Beebe Hill Road
Milton Village Cemetery, Main Street
Railroad Street Cemetery, Railroad Street
Old West Milton Cemetery, Rowley Road
West Milton Cemetery, Bear Trap Road

The Town of Milton requires all contractors to provide proof of standard limits of insurance, including workers compensation.

The Town requests that each submittal include their proposal, list of references, certificate of insurance and any additional information detailing your experience in cemetery maintenance in a sealed envelope with a cover sheet marked "Cemetery Mowing" All proposals must be submitted on the enclosed proposal form, and should provide a list of references and certificate of insurance listing the Town of Milton as an additional insured.

The proposal is to be submitted either by hand delivery or US mail to:

Donna Barlow-Casey, Town Manager
Town of Milton
43 Bombardier Road
Milton, VT 05468
(802) 893-6655

Faxed Proposals will not be accepted.

Any questions concerning this request for proposal shall be made to the contact listed above or Dustin L. Keelty, Public Works Supervisor at (802)893-6030

Proposals shall be delivered and stamped received no later than 11:00 am, local time, May 19th, 2016 to the address above, at which time the proposals will be opened and read aloud. Proposals received after that time will be unopened, rejected, and returned.

**ATTACHMENT
CEMETERY MOWING PROPOSAL**

Use of this proposal form is mandatory. Faxed proposals are not allowed.

Cemetery Mowing

Reply: Donna Barlow Casey, Town Manager, 43 Bombardier Road, Milton, VT 05468
Bid Opening: Town Manager's Conference Room, May 19th, 2016, 11:00 a.m.
Questions: Dustin Keelty, Public Works Supervisor
Submission Deadline: May 19th, 2016, 11:00 a.m. in the Town Manager's Office

Cemetery Mowing Proposal

Item	Cost/Month 1 st Yr.	Cost/Month 2 nd Yr.	Cost/Month 3 rd Yr.
CHECKERBERRY CEMETERY			
MILTONBORO CEMETERY			
MILTON VILLAGE CEMETERY			
RAILROAD STREET CEMETERY			
OLD WEST MILTON CEMETERY			
WEST MILTON CEMETERY			
SPRING CLEAN UP	/YEAR	/YEAR	/YEAR
FALL CLEAN UP	/YEAR	/YEAR	/YEAR

Name of bidder/firm: _____

Contact Person: _____ **Phone/ Fax #:** _____

Authorized Signature: _____
 (I, the above signed, certify that I have read and understood the request for proposals and bid proposal form. I further certify that there has been no collusion with other bidders/service providers with regard to this bid/proposal.)

List of Subcontractors (if any): _____